



Process Flow Overview

SFA HR Automation

Classification:

Primary Functionality: Classification/Staffing/Recruiting, Performance Management Administration, Payroll Administration & Personnel Management, Benefits Administration

- "As-Is"
 "To-Be"

Sub-functions: Recruiting Targets, Skill Requirements, Position Classification, Advertising/Sourcing, Applicant Screening, Selection, Placement, Awards & Recognition (promotion), Payroll System Management (new hire, resignation, retirement, discharge, transfer, death), Life Event Processing, Life Insurance Enrollment, Employee File Maintenance, Disability Retirement

Description:

This "As-Is" flow provides an overview of the general procedures followed in SFA's regional offices to process a Request for Personnel Action. Refer to relevant HQ process flow for detailed sub-steps related to processing requests for personnel action.

Handoffs:

The "As-Is" Request for Personnel Action process flow has the following number of handoffs:

Chicago – 7

Handoffs occur between: Supervisor - Component Head, Component Head - Personnel Specialist, Personnel Specialist - Personnel Officer, Personnel Officer - Personnel Specialist, Personnel Specialist - Clerk, Clerk - Admin Officer, and Admin Officer - employee.

San Francisco – 9

Handoffs occur between: Supervisor (IR) - Admin Officer (IR), Admin Officer (IR) - Component Head (IR), Component Head (IR) - Personnel Specialist (IR), Personnel Specialist (IR) - Regional Personnel Officer (MR), Regional Personnel Officer (MR) - Personnel Specialist (IR), Regional Personnel Officer (MR) - Clerk (MR), Clerk (MR) - Personnel Specialist (IR), Personnel Specialist (IR) - Supervisor (IR), and Supervisor (IR) - employee.

Atlanta – 11

Handoffs occur between: Supervisor (IR) - Admin Officer (IR), Admin Officer (IR) - Component Head (IR), Component Head (IR) - Personnel Specialist (IR), Personnel Specialist (IR) - Regional Personnel Officer (MR), Regional Personnel Officer (MR) - Personnel Specialist (MR), Personnel Specialist (MR) - Regional Personnel Officer (MR), Regional Personnel Officer (MR) - Personnel Specialist (MR), Personnel Specialist (MR) - Clerk (MR), Clerk (MR) - Personnel Specialist (IR), Personnel Specialist (IR) - Component Head (IR), and Component Head (IR) - employee.

Average Process Completion Time:

Most personnel actions are processed within 1-2 days. However, processing recruiting personnel actions could take as long as 60 days.

Cost:

- HRG inter-agency agreement for using FPPS: \$230,000 annually
- FPPS: \$165/W-2 annually

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Assumptions:

- The process flows assume that there are no errors in the printed SF 50. If the Personnel Officer detects an error, the SF 50 is returned to the appropriate person to make the necessary changes.
- The process flows assume that the personnel action is initiated in the region. It is possible, however, that the personnel action could be initiated in headquarters.
- The average completion time assumes that all the necessary paperwork is submitted on time. The time average also assumes that the Personnel Specialist or Personnel Officer does not have to wait until the end of the pay period to release the personnel action to NBC in Denver.

Exclusions:

- None

Strategic Direction:

Refer to relevant HQ process flow overview for description of strategic direction.